

# TETC Presenter Prospectus

## Tennessee Educational Technology Conference

**December 10-12, 2008  
Nashville Convention Center**

Proposals are now being accepted for the 26<sup>th</sup> Annual Educational Technology Conference sponsored by the Tennessee Department of Education, Office of Professional Development. We invite you to participate in this conference by submitting a proposal that will focus on the theme of the conference (We Believe. We Achieve.) and will target one or more of the conference strands (Curricular, Technical and Administrative). The heart of this conference is the dynamic presenters who provide inspirational, practical, and research-based sessions that support learning.

Please read the following information carefully before submitting a proposal. Then complete the online proposal submission form at: <http://www.state.tn.us/education/tetc/>

### Submission deadlines:

**Labs/Workshops – September 1, 2008**

**Interest Sessions – October 16, 2008**

### Who Should Present?

- ◆ K-12 Classroom Teachers
- ◆ Technology Coordinators/Directors
- ◆ Higher Education Professionals
- ◆ K-12 School & District Administrators
- ◆ Technicians and Network Administrators
- ◆ Computer Lab Teachers
- ◆ K-12 Library Media Specialists
- ◆ Professional Development Trainers
- ◆ Educational Consultants
- ◆ Technology Coaches
- ◆ State Department Personnel
- ◆ Vendors (Must purchase booth and have a co-presenter from a school/district.)

### Conference Theme/Strands

Theme: **We Believe. We Achieve.**

Strands:

- ◆ **Curricular**
- ◆ **Technical**
- ◆ **Administrative**

## Preparing and Submitting a Proposal

- ◆ Completely fill out the online Presenter Proposal Form at <http://www.state.tn.us/education/tetc/>
- ◆ All proposals must be relevant to the conference audience.
- ◆ All proposals should relate to the conference theme and conference strands. For proposals that do not fit the strands, check “Other” and clarify.
- ◆ The session title should clearly describe exactly what the session is about.
- ◆ The session description should be as concise and informative as possible. Keep in mind that this description will be used in the conference program. Phrases such as “participants will learn strategies to take back to their school” do not provide the conference committee or the conference participant with enough information. What kind of strategies will be shared? What exactly will the participants do?
- ◆ If handouts are used, bring enough copies for all participants. Access to a PowerPoint presentation on the web should be made available to participants.
- ◆ Presentations that only promote a product, organization, or program should not be submitted.
- ◆ Presentations by vendors require purchase of booth space and a co-presenter from a school/district who utilizes the vendor’s products.
- ◆ Your presentation at the conference should match the program description.
- ◆ Copy or save your Submission Form for your records.

## Review and Notification

All proposals will be reviewed by the conference committee. Questions reviewers will ask when evaluating proposals include:

- ◆ How well does the proposal relate to the conference theme and strands?
- ◆ How appropriate is the session topic for TETC?
- ◆ Does the proposal clearly describe the session?
- ◆ Does the proposal description specify what participants might gain from the session?
- ◆ Will the content stimulate teachers’ thinking and provide useful instructional strategies?

Shortly after the proposal is received, TETC will notify the primary presenter whether or not the proposal was accepted. It is the primary presenter’s responsibility to communicate with any secondary presenters.

If you have not been notified regarding your proposal by November 15, 2008, email an inquiry to [tetc@k12tn.net](mailto:tetc@k12tn.net)

Email questions to Van Latture at [latturev@K12tn.net](mailto:latturev@K12tn.net)